



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date <b>12/19/73</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>DEC 19 1973</b>	Date Completed <b>74-3 JAN - 9 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of Contracts Administration Atlanta		4. Person to Contact  Charles Goddard	5. Working Title Eng. Auditor IV
		6. Tel. No. 656-5293	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1957-- To Date

9. Exact Series Title

Tabulation of Contractor's Bids File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the tabulation of the three lowest bidders for the construction or maintenance of a highway.

Included is Summary of Bids, form HD 34.

The file is arranged chronologically by fiscal year and thereunder by letting date.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1	2
Legal-size File Drawers	10	20	Floor Space Occupied (Square Feet)	14	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	15	10
				Preceding Year's	All Prior Year's
				--	--

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES - NO

13. Is this the Record Copy of the series? ☒ [XX] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [XX]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [XX] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [XX] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [XX] ☐ [ ]

24. REQUIREMENTS: The following requires the files to be kept 10 years:

a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [ ] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

FHWA PPM 30-9 bid openings and tabulations must be retained three years after FHWA final payment of the project.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ [ ] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [ ] Other then:

☒ [XX] Hold in the current files area month(s)/ 1 year(s):

☒ [XX] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold 9 year(s):

☒ [XX] Destroy.

☐ [ ] Transfer to State Archives for permanent retention.

☐ [ ] Destroy immediately after cut off.

☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 7-14-73

26. Recommendations	<input type="checkbox"/> [ ] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	Department of Audits/Designee	Date 7-14-74
25 are:	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	Secretary of State/Designee	Date 7-4-74
	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	Department of Law/Designee	Date 7-7-74